



## Underserved Cultural Communities (UsCC) Capacity Building Projects

### ANNUAL

#### Overview

The UsCC subcommittees were established under the Mental Health Services Act (MHSA) for the purpose of increasing mental health access and reducing disparities for the UsCC communities that reside in Los Angeles County. The UsCC subcommittees work closely with community stakeholders and consumers to increase the capacity of the public mental health system to develop culturally competent recovery-oriented policies and services specific to the UsCC communities. To address capacity building needs and priorities, each of the subcommittees has been allotted funding to focus on Capacity Building Projects to serve their underrepresented ethnic/cultural groups.

The UsCC Capacity Building Projects provide a unique opportunity to draw on the collective wisdom and experience of community members to determine the greatest needs and priorities related to mental health in their communities. The goals of the UsCC Capacity Building Projects include **increasing knowledge about mental illness, increasing access to mental health resources, identifying gaps in service delivery, and decreasing stigma related to mental illness in the targeted UsCC community**. These projects are not intended for the delivery of mental health services or to train community members, mental health staff, or providers. Instead, these projects are developed to increase access to care for unserved, underserved, and inappropriately served populations who are often uninsured or uninsurable across all age groups (children, transitional aged youth (TAY), adult, and older adult). The projects should be consistent with the language and cultural needs and demographics of the specific UsCC community. The UsCC Capacity Building Projects should be community-based, include culturally effective outreach, engagement, and education, and respond to historical and geographic disparities and barriers to services.

Capacity Building Project Proposals can be submitted by individuals (consumers, families, community members, etc.) or organizations (community-based organizations, non-mental health provider, mental health provider, etc.) to a UsCC subcommittee for consideration. To be considered, a formal Capacity Building Project Proposal application will need to be submitted during the monthly UsCC subcommittee meeting or to the LACDMH UsCC Liaison. The proposals are selected via a participatory and consensus-based approach by each UsCC subcommittee and must be implemented and completed within the fiscal year.

#### Mission

To remove barriers to accessing mental health services using novel, creative, culturally, and linguistically appropriate, non-traditional mental health outreach and engagement projects which target unserved, underserved, and inappropriately served populations and demographics.

#### UsCC Capacity Building Project Process

##### **Step 1: Discussion/Brainstorming in UsCC meetings**

Each Proposal must address at least one of the four (4) targeted age groups: **Children, TAY, Adults, and Older Adults**. Ideally, all four age groups will be represented in the Capacity Building Projects developed each Fiscal Year for the UsCC subcommittees.

- Ideas for potential Capacity Building Projects are openly discussed at official UsCC subcommittee meetings. This should take place during the winter so that projects can be ready for solicitation at the start of the Fiscal Year in July (see timeline below).
- Anyone has the right to submit Proposals for Capacity Building Projects and provide suggestions and ideas.



- Additional meetings can be held to discuss potential projects (without LACDMH UsCC Liaison) but the ideas and intended outcomes of these projects must be brought back to the official UsCC meetings and placed on the agenda for further discussion.
- Subcommittee members may provide input on the proposals related to the potential scope/content/size of the project.
- A UsCC Capacity Building Project Proposal application (attached) must be completed by anyone submitting a Capacity Building Project idea and submitted to the LACDMH UsCC Liaison.
- **Once a Proposal application has been submitted to LACDMH, the Proposal(s) is then the property of LACDMH and LACDMH has 100% administrative oversight.**
- Each proposal will be evaluated by LACDMH to ensure it meets the needs of the Department.

### Step 2: Voting

- Once all ideas have been discussed, the UsCC subcommittee will vote on which projects to implement.
- Voting guidelines include the following:
  - To be able to vote, an individual must have attended (in person or by phone) at least 50% of the UsCC subcommittee meetings (held monthly on average) in the previous nine months.
  - Voting can occur either in person during a UsCC subcommittee meeting, via email, or online (i.e. Survey Monkey, Microsoft Forms, etc.).
  - When voting on projects will occur at a UsCC subcommittee meeting, all voting members will be informed prior to the meetings via email by the UsCC Liaison.
    - On the day of the UsCC meeting, each member will have an opportunity to cast a vote (in person, via conference call, or via email).
    - It is the member's responsibility to make themselves available during the period voting is open, otherwise they relinquish the opportunity to vote.

### Step 3: Vendors

- Vendors can be individuals (consumers, families, community members, etc.) **or** organizations (community-based organizations, non-mental health provider, mental health provider, etc.).
- Interested bidders will register as vendors with Los Angeles County Internal Services Department (ISD) Vendor Relations at <http://camisvr.co.la.ca.us/webven/> (see attachment).

### Step 4: Administrative Process

- Capacity Building Project Proposals are defined as community-driven ideas, which LACDMH develops into a Capacity Building Project.
- The approved UsCC Capacity Building Project Proposal(s) will be converted into a Statement of Work (SOW) by LACDMH.
- To avoid any conflict of interest, LACDMH will develop the SOW internally, while keeping in mind all Procurement and ISD policies.
- During this part of the process, LACDMH has the sole right to make changes or adjustments to the proposal to align it with LACDMH's strategic efforts and goals of reducing mental health disparities amongst underserved cultural communities.
- All SOWs go through an internal review system by LACDMH Administration.

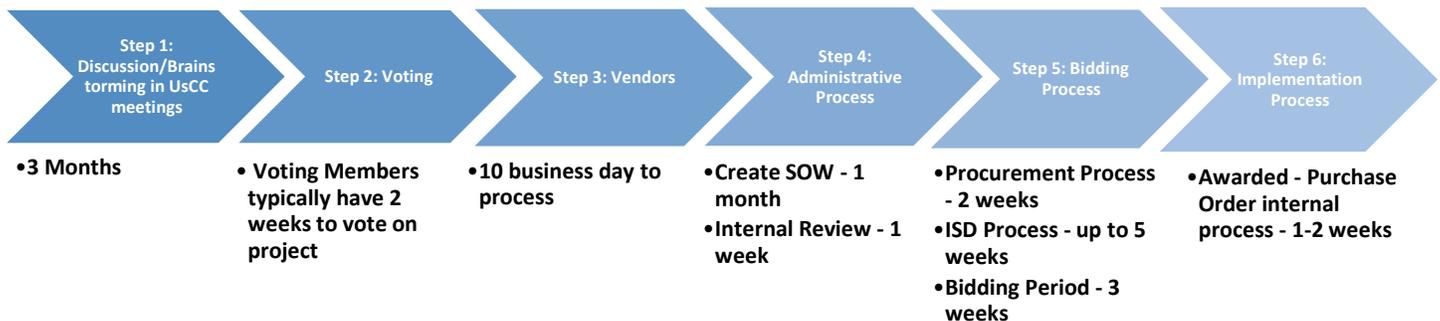


### Step 5: Bidding Process

- Once the SOW development has been completed and approved by LACDMH Administration, no further changes in the scope of the project will be accepted.
- A reference quote will be obtained by LACDMH, which will be submitted with the approved SOW for processing, along with the Checklist for Service Requisition (signed by Management) and Exhibits 1-6.
- LACDMH Procurement and ISD will process the SOW.
- ISD will release SOW for bidding. The bidding period is approximately 7-21 days.
- For more information on the ISD bidding protocol and process, please go to the following website: <http://camisvr.co.la.ca.us/webven/>.
- When the bid is released, all registered vendors will be informed electronically that the project is open for bidding by ISD Vendor Relations with instructions on how to submit a bid. Professional references will be required by ISD.
- **LACDMH cannot be consulted during the bidding period.**
- ISD will review all bids and inform the awardee.

### Step 6: Implementation/Project Monitoring Process

- Once the project is awarded, LACDMH Procurement will process a Purchase Order number (PO#) for the Vendor.
- LACDMH will meet with Vendor to review expectations regarding deliverables and invoices.
- The Vendor will implement the project for the specified duration and meet all deliverable due dates.
- The Vendor will provide updates on the project on a regular basis at the UsCC subcommittee for the duration of the project (schedule to be developed with Vendor by UsCC Liaison).
- **The UsCC Liaison will monitor all aspects of the project and provide updates to the UsCC subcommittee.**
- LACDMH will make regular site visits with Vendor to monitor progress for the duration of the project.
- **The general timeline for capacity building projects is as follows:**
  - October – December: Brainstorming during monthly subcommittee meetings, proposal submissions, proposal presentations
  - January – February: Voting members vote on proposals, UsCC Liaison prepares SOWs and obtains quotes
  - March – June: UsCC Liaison submits SOWs to Procurement, SOWs are processed by Procurement and sent to ISD for solicitation
  - June – July: ISD awards solicitations, UsCC Liaison meets with vendor for initial meeting and to develop project timeline





### **UsCC Capacity Building Project Proposal Instructions**

Below are instructions for the UsCC Capacity Building Project (CBP) Proposal application. Interested individuals should complete this application for their Proposal to be considered. Please complete each section of the application with as much detail as possible.

- 1. Specify UsCC Subcommittee**
- 2. Targeted Age Group(s)**
- 3. Specify Fiscal Year (e.g. July 1, 2022 - June 30, 2023)**
- 4. Project Name**
- 5. Project Description**
  - Explain how this project meets the mission of the UsCC Capacity Building Projects.
- 6. Project Purpose/Objective**
  - Explain why this project is needed and what community capacity building needs (outreach, engagement, education, stigma reduction, cultural awareness, etc.) in the UsCC community it will be addressing.
  - Describe the plan(s) to achieve the project goals.
  - List and describe the activities that will be completed to achieve the goal of this project.
  - Describe what will be achieved or the anticipated outcome of this project.
- 7. Project Justification**
  - Specify if there is a specific target population within the UsCC community (ethnicity, age, gender, geographic location, etc.) for this project's goal(s).
  - Provide any data that supports the goals of the project if possible.
  - Describe the potential impact of this project on the UsCC community.
- 8. Signatures**
  - Proposer acknowledges Disclaimer by signing & dating proposal.
  - LACDMH staff will sign and date proposal upon receipt.

***Please note: Do not include a budget with the proposal.***

***Submission of a proposal application does not guarantee approval of the project by the UsCC subcommittee or LACDMH.***



### UsCC Capacity Building Project Proposal

**Please select which UsCC Subcommittee Group:**

- Access 4 All
- American Indian/ Alaskan Native
- Asian Pacific Islander
- Black and African Heritage
- Eastern European/ Middle Eastern
- Latino
- LGBTQIA2-S

**Please select which Targeted Age Group(s):**

- Children (0-15)
- TAY (16-25)
- Adults (26-64)
- Older Adults (65+)

**Fiscal Year:** \_\_\_\_\_

## Project Description

**Project Name:** \_\_\_\_\_

Please describe the project description, purpose, and objective (how this project meets the mission of the UsCC Capacity Building Projects, why this project is needed ( outreach, engagement, education, stigma reduction, cultural awareness, etc.), what community capacity building needs in the UsCC community will it be addressing, what are the plans to achieve the project goals, list and describe the activities that will be completed to achieve the goal, what will be achieved or what is the anticipated outcome as a result of this project):



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OFFICE OF THE DIRECTOR – COMMUNITY STAKEHOLDER ENGAGEMENT



Please describe the project justification (specify the target population within the UsCC community (ethnicity, age, gender, geographic location, etc.) for this project’s goals, provide any data that supports the goals of the project if possible, describe the potential impact of this project on the UsCC community including cultural outcomes):

**I understand that this proposal is being submitted to Los Angeles County Department of Mental Health for consideration as a capacity building project and is for informational purposes only. I understand that this proposal in no way will be used to commit or obligate the County to purchase a contract from any consultant. If this project proposal is selected, LACDMH will have 100% ownership and administrative oversight. In addition, LACDMH has the right to align this project with its Service Delivery strategies specific for underserved cultural communities.**

\_\_\_\_\_  
Applicant – Print Name/Signature

\_\_\_\_\_  
Date

**UsCC Liaison Signature**

\_\_\_\_\_  
UsCC Liaison – Print Name/Signature

\_\_\_\_\_  
Date

**To be completed by the Office of the Director – Community Stakeholder Engagement**

\_\_\_\_\_  
Angel Baker, MPA - Division Chief, Program Development, MH

\_\_\_\_\_  
Date